



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

TRAINING COORDINATOR

Fraud Division – Sacramento

\$3,764-\$4,576

RESPONSIBILITIES:

Under the direction of the Assistant Deputy Commissioner, Fraud Division, the Training Coordinator will coordinate all training programs, assists in the development of training plans, policies and objectives, monitors and assesses needs of all Division personnel consistent with the mission of the Fraud Division and the State of California Peace Officer Standards of Training (POST). The incumbent will ensure that the training is uniform throughout the Division.

DESIRED QUALIFICATION:

- Experience in the development of training plans, policies and objectives;
- Experience in the preparation and administration of a training budget;
- Knowledge of or familiarity with POST training requirements;
- Experience with law enforcement training;
- Knowledge of POST, Community College and private sector training resources and experience in the procurement of such training.

WHO MAY APPLY:

Applications will be accepted from current state employees at the Associate Governmental Program Analyst level or within transfer range, or from persons with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. SROA and surplus candidates are encouraged to apply. All applications will be reviewed, however, only the most qualified candidates will be interviewed. *Applicants must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, list eligibility, or Training and Development assignment on the State application*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance, Human Resources, 300 Capitol Mall, 13th floor, Sacramento, CA 95814. **Please indicate "Training Coordinator/AGPA, #186-5393-063" on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: July 21, 2000 or until filled

NOTE: Interested individuals, including list eligible, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

07/11/00